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REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY  
FINANCIAL MANAGEMENT AND COMPTROLLER  
109 ARMY PENTAGON  
WASHINGTON DC 20310-0109

APR 29 2004

MEMORANDUM FOR SEE DISTRIBUTION

S: October 15, 2004


SUBJECT: Announcement of Army Comptrollership Program (ACP) Class of 2006 for Civilian Employees, Syracuse University (SU), and Follow-On Assignments

The Army Comptrollership Program is a 14-month course of study delivered in two semesters and two summer sessions addressing Army Comptroller and Financial Management educational needs. The 60-hour graduate curriculum combines business and public administration theories, principles and concepts with Defense and Army resource management processes and practices. ACP is open to Army GS 11-13 employees registered in the Comptroller Civilian Career Program (CP 11) and to those in other career programs whose positions include significant resource management duties. GS-9s in full-performance positions may also be considered. Employees with graduate degrees may be nominated, but it must be shown how their ACP attendance would benefit the Army.

This memorandum provides requirements and procedures for the nomination, selection, attendance and post-training utilization of Army civilian students in the ACP Class of 2006. It supplements guidance in AR 690-950 (Career Management) and the OASA(M&RA) FY 04 Catalog of Civilian Training, Education & Professional Development Opportunities. Program details and application instructions are at Attachment 1, and selection criteria and forms for Army nomination packets are at Attachment 2. Most Syracuse University requirements for admission will be completed only by confirmed selectees. ACP starts in June 2005 and ends in August 2006. **Nominations are due October 15, 2004.**

Army civilian candidates will be competitively selected during 1<sup>st</sup> Qtr FY 2005 by a DA central board and placed in follow-on jobs ("operational assignments") before school starts. Candidates must take the Graduate Management Admission Test (GMAT) and receive formal test results prior to the application deadline. GMAT scores are valid for five years, and a 500 score is required for admittance.

Assignment to long-term training will normally be on a TDY basis, at up to 55 percent of the per diem rate for Syracuse, NY. TDY begins early in June 2005 and ends the day after ACP graduation in August 2006. For more information, please call DSN 222-7413, (703) 692-7413 or e-mail [proponency@hqda.army.mil](mailto:proponency@hqda.army.mil).

  
Ernest J. Gregory  
Acting Assistant Secretary of the Army  
(Financial Management and Comptroller)

Attachments

**DISTRIBUTION:**

*Army Civilian Personnel Advisory Centers (ATTN R&P and T&D)*

SAMR-CP	SAAA-RM	SFCP-CO	DAIM-ZA	SAFM-RB
SACW	SAAG-ZA	JDRSW	DAPR	SAFM-FO
SAIE	SAIS-ZC	DALO-RM	DAMI-ZB	SAFM-BU
SAAL-ZAC	NGB-ARC	DAMO-ZR	DAAR-CO	SFFM-CA

**COMMANDERS**

- US Army Forces Command (AFRM)
- US Army Pacific (APRM)
- US Army Europe and Seventh Army (AEAGF)
- US Army Materiel Command (AMCRM)
- US Army Training and Doctrine Command (ATRM)
- US Army Medical Command (MCRM)
- US Army Corps of Engineers (CERM)
- US Army Military District of Washington (ANRM)
- Eighth US Army (FKRM)
- US Army South (SORM)
- US Army Criminal Investigation Command (CISP-RM)
- US Army Intelligence and Security Command (IARM)
- US Army Military Entrance Processing Command (MEPCRM)
- US Army Special Operations Command (AORM)
- US Army Space and Missile Defense Command (CSMD-RM)
- Military Traffic Management Command (MTRM)
- US Army Concepts Analysis Agency (CSCA-MSF)
- US Army Force Management Support Agency (MOFI)

Superintendent, US Military Academy (MARM)

**PROGRAM EXECUTIVE OFFICERS**

- Air Missile Defense (SFAE-AMD)
- Aviation (SFAE-AV)
- Command, Control and Communication Systems (SFAE-C3S)
- Ground Combat and Support Systems (SFAE-GCSS)
- Intelligence, Electronic Warfare and Sensors (SFAE-IEW&S)
- Standard Army Management Information Systems (SFAE-PS)
- Tactical Missiles (SFAE-MSL)

**CF:**

Army Programs Office, Syracuse University  
OASA(M&RA) - Central Programs Division

## APPLICATION, SELECTION AND REASSIGNMENT PROCEDURES

1. *Army Application* – Submit a complete Army nomination by **October 15, 2004** to:  
OASA(FM&C), SAFM-PO  
109 Army Pentagon  
Washington, DC 20310-0109

**Telephone Contact: (703) 692-7413 or DSN 222-7413**

The Privacy Act statement, nomination selection criteria and the forms for the Army nomination packet are at **Attachment 2**. These forms must be submitted in **one** copy on *unstapled, single-sided* documents (reverse sides blank). Commanders and agency heads should rank candidates in priority order.

2. *Documents for Syracuse University (SU) Martin J. Whitman School of Management*– Have college transcripts and GMAT scores sent to Syracuse University Martin J. Whitman School of Management (school #2823) at the same time they are sent to us in the Army. Candidates should not apply simultaneously to the Syracuse University Martin J. Whitman School of Management Careerists selected for ACP will apply only after being formally notified of selection. For related information, contact the SU Army Programs Office, **(315) 443-2898**, or visit the Syracuse University Martin J. Whitman School of Management web site at [www.sominfo.syr.edu](http://www.sominfo.syr.edu).

A board of senior Army resource managers will evaluate Army nominations, interview candidates and propose a selection list for approval by the CP 11 Functional Chief Representative. **Approved candidates will be offered training at Syracuse University Martin J. Whitman School of Management with same-grade reassignment to a new position anywhere in the Army, in the same or a different job series at either their current duty location or a different one.** Candidates must accept both the long-term training (i.e., ACP) and the new job assignment prior to admittance into the program. Candidates, supervisors and commanders have important roles in identifying, defining and recommending operational assignments in the application process, including completion of the Operational Assignment Form (Attachment 2, Tab C) and letters of endorsement at all levels.

Army civilian ACP selectees will be reassigned by Notification of Personnel Action, SF 50, to their accepted operational assignments, with an effective report date in May 2005, **before** the Syracuse University Martin J. Whitman School of Management ACP orientation in June. Unless an operational assignment is overseas, the ACP selectee will report for in-processing at the civilian personnel advisory center (CPAC) servicing the new activity and sign a transportation agreement extending one year beyond ACP graduation. The CPAC will issue orders assigning the selectee to long-term training (LTT) and out-process the selectee for the Syracuse University Martin J. Whitman School of Management. During out-processing, the new ACP student will sign an agreement committing to continue in DoD employment upon graduation for three times the length of the training (i.e., 42 months) and will also sign an agreement covering contingencies in the event of failure to complete ACP.

**ATTACHMENT 1**

## PRIVACY ACT STATEMENT

The Privacy Act of 1974 (Public Law 93-579) requires each individual who is asked to volunteer, or is required to furnish personal information, or about whom personal information will be furnished, to be advised of the following:

**Authority.** Chapter 41, Title 5, United States Code.

**Principal Purpose.** To provide information to Department of the Army officials for use in assessing personal skills, knowledge and abilities needed to support proposed training assignments and in making selections for post-training assignments for civilian employees.

**Routine Uses.** Information to be furnished by or about civilian employees nominated by employing activity for official assignment to the Army Comptrollership Program will be used by Department of the Army officials to process approval of proposed assignments.

**Mandatory or Voluntary Disclosure and Effect on Employee when Information is Not Provided.** Disclosure by or about a civilian employee of personal information requested for nomination to the Army Comptrollership Program such as position title, series and grade, annual salary and employment history is mandatory. Nondisclosure of information may prevent Department of the Army officials from giving employees full consideration for resources requested from Department of the Army to support proposed assignments.

ATTACHMENT 2

## CRITERIA FOR NOMINATION AND SELECTION

ACP seeks to develop competencies in Economics, Accounting, Finance, Management Information Systems, Human Resources, Marketing, Operational Management, Ethics, Data Analysis, Business Strategy, Dispute Resolution, Public Entrepreneurship and Budgeting, and Administrative and Business Law. ACP classes address U.S. national defense policy, contracting and activity-based costing. Two seminars in Army/ Defense Comptrollership link academic experience with students' own practical exposure to field resource management in the dynamic Defense environment. Students graduate with Master of Business Administration and Master of Arts in Public Administration degrees.

To be considered, a civilian ACP candidate should (1) have, by the time classes start: (a) a "Secret" security clearance, (b) three years professional (GS-9 and above) Government civilian or military resource management experience, and (c) five years total Government service; (2) be in grade GS 11-13 when applying; and (3) be in a position covered by (a) the Comptroller Civilian Career program (CP 11), (b) any other career program (e.g., CP 13, Supply Management; CPs 16 and 18, Engineering and Science; CP 26, Manpower and Force Management; CP 34, Information Technology) that includes significant resource management duties, and/or (c) Acquisition workforce position category K (Business, Cost Estimating and Financial Management).

**University Requirements.** A foundation in mathematical and accounting skills and concepts for the ACP's strong quantitative methods focus is expected and is tested upon students' arrival. Additional courses may be required. Candidates should also be conversant in the operation of personal computers and familiar with basic software application packages related to word processing, spreadsheets, graphics and Microsoft Excel. They should have as well a basic understanding of financial accounting principles.

**Evaluation Factors.** Evaluation criteria to be applied by the selection board include: career goals, demonstrated breadth of experience, leadership skills, potential for further advancement, and board interview results. These factors will influence ratings against the criteria: (1) the individual's demonstrated performance in a variety of resource management positions; (2) the timeliness of this training program and a reasonable expectation that the acquired knowledge and skills will be utilized upon completion of training; (3) the probability of completion of the program, based on the nominee's GMAT score (500 being the minimum score acceptable to the Syracuse University Martin J. Whitman School of Management), undergraduate grade point average and any actual experience in graduate course work; and (4) the extent of involvement in self-development activities such as off-duty job-related education/ training and participation in related professional organizations.

## NOMINATION REQUIREMENTS

Complete packages for the ACP Class of 2006 will be assembled as shown below. **Send one copy of all pages (single-sided) through the MACOM DCSRM to OASA (FM&C) by October 15, 2004.**

**Tab A - Command Endorsements.** Strong endorsements from Commands and senior Resource Management officials (command and/or HQDA) that cite recognized work accomplishments are highly desirable. Commanders should also rank-order multiple candidates.

**Tab B - Application for ACTEDS Training.** [http://www.cpol.army.mil/library/train/catalog/pkt\\_fcrcpd.html](http://www.cpol.army.mil/library/train/catalog/pkt_fcrcpd.html)

**Tab C - Nominee's Statement of Interest** (accompanying). State short- and long-term career goals; express desire to attend the ACP, including how it would fit in pursuit of career goals; assess how both candidate and the Army would benefit from ACP; acknowledge AR 690-400 training agreement obligations and willingness to remain in the service of DoD for at least 42 months following ACP graduation; state willingness to abide by the Syracuse University Martin J. Whitman School of Management's rules and regulations; describe professional and personal expectations in an operational assignment; and assess ability to fill the required mobility agreement.

**Tab D - Operational Assignment Form** (accompanying). Candidate will state preferences for work location, job series, and command level. Supervisor will identify and recommend an operational assignment in the same command or agency for the candidate. The form may also be used to describe a command assignment for another ACP candidate.

**Tab E - CP 11 Resume Form, Career Employee Record** (accompanying), dated and signed.

**Tab F - College Transcripts.** Two official copies must be sent directly from each school to Syracuse University Martin J. Whitman School of Management (concurrently with one to the Army), each showing undergraduate or graduate work.

**Tab G - GMAT Score.** *Candidates must have taken the GMAT after June 1999. A 500 score is required for admittance to Syracuse University. GMAT scores must be available at the time the ACP selection board convenes during 1<sup>st</sup> Qtr FY 2005.* The board reserves the right to further consider candidates below a score of 500, as appropriate. Submit scores of GMAT taken later than June 1999 with nomination packages, and request the Educational Testing Service (ETS) to send the same scores directly to Syracuse University Martin J. Whitman School of Management, school code 2823. Otherwise, arrange with ETS to take the GMAT no later than August 2004, with results to be sent both to the candidate and to school code 2823. **GMAT scores are due to the University and to HQDA, mailing addresses above, by October 15, 2004.** Nominees whose GMAT scores are not available when the ACP selection board convenes may not be further considered.

**Tab H - SF 181, Race/National Origin Identification.** <http://www.opm.gov/forms/html/sf.htm>

**Tabs B thru H documents.** <http://www.asafm.army.mil/proponency/powbt/careerdevelopment/acp.html>

**MAIL ALL DOCUMENTS TO:**

OASA(FM&C), SAFM-PO  
109 Army Pentagon  
Washington DC 20310-0109  
Contact Phone: (703) 692-7413

## NOMINEE'S STATEMENT OF INTEREST

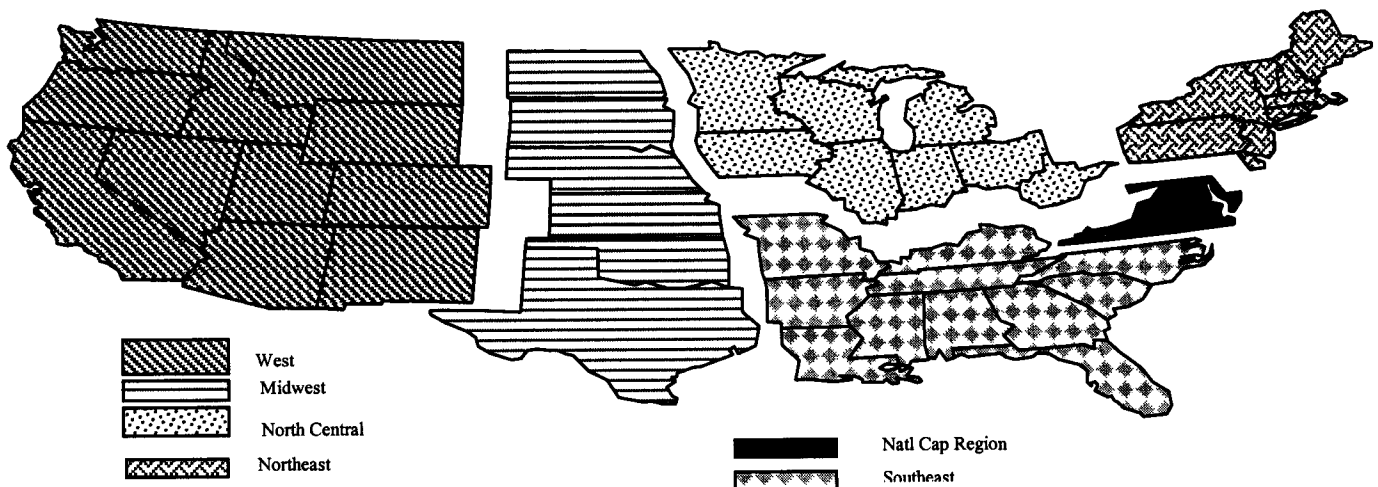
State, in 300 words or less on this page, (1) why you want to be a participant in the Army Comptrollership Program, (2) the contributions you will bring to the program, and (3) what benefits to the Army you feel are likely to result from your participation. Date and sign the statement at the bottom.

## OPERATIONAL ASSIGNMENT WORKSHEET

1. **(To be completed by the CANDIDATE.)** For post-training operational assignment, please indicate preferences for work location, job series and command level. In each column, rank each choice, starting from most preferred (number 1) to least preferred. Add any comments you feel necessary, and any special needs or desires for the selection board's consideration, in the Nominee's Statement of Interest, Tab B. Remember, be prepared for anything that may be offered to best meet the needs of the Army.

<u>WORK LOCATION</u>	<u>JOB SERIES</u>	<u>COMMAND LEVEL</u>
US Northeast _____	343 Mgt _____	Installation _____
Natl Cap Regn _____	343 Prog _____	Depot/SubComd _____
US Southeast _____	501 _____	Major Command _____
North Central _____	510 _____	Separate Agency _____
Midwest _____	511 _____	HQDA Staff _____
West _____	560 _____	OSD/DoD _____
Overseas/Spec _____	1515 _____	Other _____
Other _____		

### ACP 2003 OPERATIONAL ASSIGNMENT LOCATION PREFERENCE MAP



2. **(To be completed by the SUPERVISOR.)** Identify and describe a position in your organization, command or agency that would be made available as an operational assignment, either for this ACP candidate or for another. Specify job series, grade, organizational element, and principal duties of the position, and provide TDA paragraph and line number where available.

**USE ONLY THE ONLINE ELECTRONIC VERSION OF THIS CP 11 RESUME**

Privacy act statement: Title 5 of the US Code, sections 1302, 3304, is the authority for gathering employment data. The principal purpose of this form is to collect information needed to determine qualifications for position change (reassignment, promotion, etc.) It is in your best interest to furnish all necessary information to receive appropriate credit, although it is not mandatory to do so. Disclosure of your SSN is mandatory to obtain the services, benefits, or processes that you are seeking and is authorized by E.O. 9397. The SSN is used as an identifier throughout the period your application is valid. The use of SSN is made necessary due to the large number of applicants who have identical names and birth dates. The information gathered through the use of the SSN will be used only when necessary in personnel administration processes carried out in accordance with established regulations and published notices of systems of records.

NAME (Last, First, MI)	DSN NUMBER	SOCIAL SECURITY NUMBER	CP 11 ACCREDITATION I FVFI
EMPLOYING OFFICE ADDRESS (Include office symbol and ZIP Code)		AREA CODE AND COMMERCIAL NO.	
		COMMAND/AGENCY	NAME (Last, First, MI) OF IMMEDIATE SUPERVISOR
E-MAIL ADDRESS AND OFFICE SYMBOL	DSN AND COMMERCIAL NO. OF IMMEDIATE SUPERVISOR		DATE

**PART I - EXPERIENCE**

Describe present and previous positions held in government, industry, or military service. Start with PRESENT position and work back. List separately those positions characterized by differences in grade or in major duties, or in employing office. Include significant temporary promotion or detail for periods over 30 days (clearly identify as such in experience block used). In space provided for block 5, identify and summarize additional periods of relevant career field related experience. If needed, additional experience blocks are provided on the CP 11 Resume Form Continuation Sheet.

1	FROM (Mo - Yr)	TO (Mo - Yr)	SERIES	GRADE	POSITION TITLE	ORGANIZATIONAL TITLE (If Supervisor)
		PRESENT				

DESCRIPTION OF WORK

2	FROM (Mo - Yr)	TO (Mo - Yr)	SERIES	GRADE	POSITION TITLE	EMPLOYING OFFICE AND LOCATION

DESCRIPTION OF WORK

3	FROM (Mo - Yr)	TO (Mo - Yr)	SERIES	GRADE	POSITION TITLE	EMPLOYING OFFICE AND LOCATION

DESCRIPTION OF WORK

4	FROM (Mo - Yr)	TO (Mo - Yr)	SERIES	GRADE	POSITION TITLE	EMPLOYING OFFICE AND LOCATION

DESCRIPTION OF WORK

**CP 11 RESUME, JUNE 2000**

REPLACES DA FORM 2302-R, WHICH IS OBSOLETE

**CAREER EMPLOYEE RECORD**

For use of this document, see the CP 11 ACTEDS Plan



NAME (Last, First, M I)	SOCIAL SECURITY NUMBER	DATE
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**PART I - EXPERIENCE (Continued)**

5	FROM (Mo - Yr)	TO (Mo - Yr)	SERIES	GRADE	POSITION TITLE	EMPLOYING OFFICE AND LOCATION
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DESCRIPTION OF WORK

**PART II - EDUCATION (Show only formal education beyond high school)**

FROM (Mo - Yr)	TO (Mo - Yr)	HOURS		DEGREE	MAJOR	SCHOOL AND LOCATION (City and State)
		SEM	QTR			

**PART III - MANDATORY CP 11 TRAINING, ELECTIVE TRAINING, PROFESSIONAL DEVELOPMENT (Include Army sponsored courses)**

FROM (Mo - Yr)	TO (Mo - Yr)	DAYS	DESCRIPTION	LOCATION (City and State)

**PART IV - PROFESSIONAL CERTIFICATES, AWARDS AND RECOGNITION**

FROM (Mo - Yr)	TO (Mo - Yr)	KIND OF AWARD OR NATURE OF ACHIEVEMENT / CERTIFICATION	AWARDING / CERTIFYING AGENCY (City and State)

STATEMENT OF EMPLOYEE

DATE

SIGNATURE OF EMPLOYEE

THE INFORMATION I HAVE FURNISHED ON THIS FORM IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND HAS BEEN SUBMITTED IN GOOD FAITH.